

Executive Registry
8-2205

27 APR 1956

MEMORANDUM FOR: Assistant Director for Operations
VIA : Assistant to DD/I (Administration)
SUBJECT : T/O Changes in FDD
REFERENCE : Memorandum dated 20 March 1956 from Chief,
O&M Staff (DD/I Area) to Chief, Management
Staff; subject: Same as above (MS 608)
(TAB 2)

1. Referenced memorandum provides Management Staff approval of the proposed realignment of positions in the Publications Unit, Publications and Survey Section, Reports Branch, FDD, subject to position evaluation action by this Office.
2. Our report of findings in connection with the position evaluation review of the proposed organization is contained in the attached Staff Study (TAB 1). This study also includes a position analysis of the structure under the current organization. This alternate approach was followed in order that the comparative staffing structures could be reviewed by FDD officials before a final decision is made on reorganizing.
3. As you will note, our review reveals that some upward grade adjustments are in order under either organization. However, it was not possible to approve the proofreader positions in GS-7 or the pool Clerk-Typist positions in GS-5 as requested. An analysis of the jobs is included for your information in the Staff Study. This outlines the reasons for the grades approved and notes that Agency-wide action to raise clerical grade levels would be necessary if these jobs were upgraded as requested.
4. In your memorandum of 15 February 1956 to the Chief, Management Staff (TAB 2A) you refer to the Agency recruiting practice of hiring college graduate or one-year-experienced typists at grade GS-5. This practice was discontinued in August 1955 and Clerk-Typists are now being recruited at GS-4 as a maximum. Further, our experience indicates that professionally qualified personnel employed in clerical positions do not usually make the best long-term clerical employees because of the routine nature of the work.

Original to Chief, FDD, 4 May 1956, with
following comment by DAD/O:

"We can discuss this further with
[redacted] if you wish"

/s/ JL

5. One aspect of your problem is the desirability of retaining pool Clerk Typists after they have become proficient. While approval of the GS-5 level might reduce this problem to some extent, since employees would be less interested in seeking other employment, it would not eliminate it. The only real solution to the problem is the recruitment of sufficient typists to fill all requirements. We are engaged in a continuing active recruitment program for typists most of which are hired at the GS-3 level. We hope that these employees will meet demands for typist personnel in your Office and elsewhere in the Agency.

6. With respect to the need for higher grades for proofreader positions, the GS-5 level shown in the second OP recommendation should provide some assistance. A higher level, however, would be inconsistent with grades established elsewhere.

25X1

Harrison G. Reynolds
A- Director of Personnel

Attachments (2)

OP Staff Study (TAB 1)

Referenced Memorandum & Attachments (TAB 2)

Above sent w/ original D-7 DD -
4 May 26

Distribution:

O&I - Addressee ✓

1 - Asst. to DD/I (Admin)

1 - D/Pers

1 - PED